

**Subject:** Re: Insurance Expiration Reminder  
**From:** Rita Moreno <rita.moreno@lacity.org>  
**Date:** 02/07/2017 09:03 AM  
**To:** Misty Iwatsu <mistyli@aol.com>

Thanks, Misty. Can you also send me the following, which are missing from our electronic file:

2016 - 3rd Quarter Report  
2016 - 2nd, 3rd and 4th Quarter Newsletters

Thanks.

Rita

On Mon, Feb 6, 2017 at 1:13 PM, Misty Iwatsu <[mistyli@aol.com](mailto:mistyli@aol.com)> wrote:

Here it is. I have also attached the 4th quarter report.

Misty Iwatsu, Executive Director  
North Figueroa Association  
Lincoln Heights Benefit Assn of LA

Confidentiality Notice: The information contained in this email is confidential information intended for the use of the individual(s) named above. If the reader of this message is not the intended recipient, or the employee or agent responsible to deliver it to the intended recipient, you are hereby notified that any dissemination, distribution or copying of this communication is strictly prohibited. If you have received this communication in error, please notify the sender. Thank you.

-----Original Message-----

From: Rita Moreno <[rita.moreno@lacity.org](mailto:rita.moreno@lacity.org)>  
To: Misty Iwatsu <[mistyli@aol.com](mailto:mistyli@aol.com)>  
Cc: Maximo Fortu <[maximo.fortu@lacity.org](mailto:maximo.fortu@lacity.org)>; Edwin Hartoonian <[edwin.hartoonian@lacity.org](mailto:edwin.hartoonian@lacity.org)>  
Sent: Fri, Feb 3, 2017 12:52 pm  
Subject: Re: Insurance Expiration Reminder

Hi Misty,

I Have been assigned as your new BID Analyst. It looks like the Workers' Comp waiver is expiring next month, as well as the Directors and Officers liability insurance. Attached is the request for waiver form. Please review, sign and date, and send back to me at your earliest convenience.

Thank you.

Rita

On Fri, Feb 3, 2017 at 9:49 AM, Edwin Hartoonian <[edwin.hartoonian@lacity.org](mailto:edwin.hartoonian@lacity.org)> wrote:

Good morning,

Please see attached, the insurance expiration reminder for Lincoln Heights Business Improvement District.

Thank You,

Edwin Hartoonian  
Accounting Intern

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Rita Moreno  
City of Los Angeles  
Office of the City Clerk  
Neighborhood and Business Improvement District Division  
200 N. Spring Street, 2nd Floor #237  
Los Angeles, CA 90012  
Office (213) 978-1122  
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